



State of North Dakota CONNECTND

Regular Vouchers Training Manual



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REGULAR VOUCHERS OVERVIEW

Regular vouchers are created and paid directly to the vendor; upon completion, they create expenditures. This differs from PO vouchers that are for the payment of purchase orders, generated by the state's procurement process. Consequently, since direct vouchers do not flow through the procurement process, their uses are limited to areas where the state has specific statutory authority to pay vendors directly.

Voucher creation

The entire process of creating a voucher will be covered.

Template Vouchers

Allow for the creation of vouchers from saved templates.

Speed Charts

Creation and use of the Speed Chart tool, that allows distribution information to be copied into a voucher.

Budget Checking Errors

The process of what to do when a voucher fails Budget checking is explained.

Deleting Vouchers

How erroneous vouchers may be removed from the system is covered in this section.

Closing Vouchers

This process closes the voucher and restores any remaining expenditure, whenever a voucher is not fully paid.

NOTE: Throughout this manual page shots are included to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the State of North Dakota.

REGULAR VOUCHER CREATION

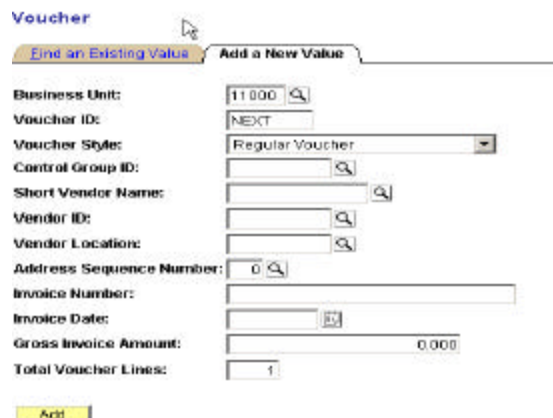
A voucher consists of a Header, Voucher Lines and Distribution lines. At a minimum, a voucher must have one of each to be valid. In addition, the sum of the distribution lines must balance to the voucher lines, and the voucher lines must balance to the voucher header. As information is added to a voucher, items may have been incorrectly added which prevent the voucher from balancing. If this occurs, the system has been configured to allow the voucher to be saved in a recycled state. This will allow you to save your work; however, no additional processing may be completed with a recycled voucher until the out of balance condition is corrected. Vouchers move through a lifecycle whereby they are first entered, paid, and finally posted.

STEP 1 – CREATE VOUCHER

ENTER VOUCHER PAGE

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry*

We first utilize the above navigation to add a voucher. The Business Unit field will default from your operator preference. The additional fields, although not required, serve to pre-populate the voucher. A brief description of each of the fields and their use appears below.



The screenshot shows the 'Voucher' entry form with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields:

- Business Unit: 11000
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown menu)
- Control Group ID: (empty)
- Short Vendor Name: (empty)
- Vendor ID: (empty)
- Vendor Location: (empty)
- Address Sequence Number: 0
- Invoice Number: (empty)
- Invoice Date: (empty)
- Gross Invoice Amount: 0.000
- Total Voucher Lines: 1

At the bottom of the form is an 'Add' button.

Click **Add** to take you to the Invoice Information page.

Business Unit – Defaults to specific value for each User.

Voucher ID – Defaults to NEXT. DO NOT CHANGE. The system will auto number each voucher.

Voucher Style – Defaults to specific “Regular Voucher”, use this default for direct vouchers.

Control Group ID – Not being used at this time.

Short Vendor Name – Optional field, not necessary for voucher entry.

Vendor ID – Optional field, not necessary for voucher entry.

Vendor Location – Optional field, not necessary for voucher entry.

AP –Regular Vouchers

Address Sequence Number Optional field, not necessary for voucher entry.

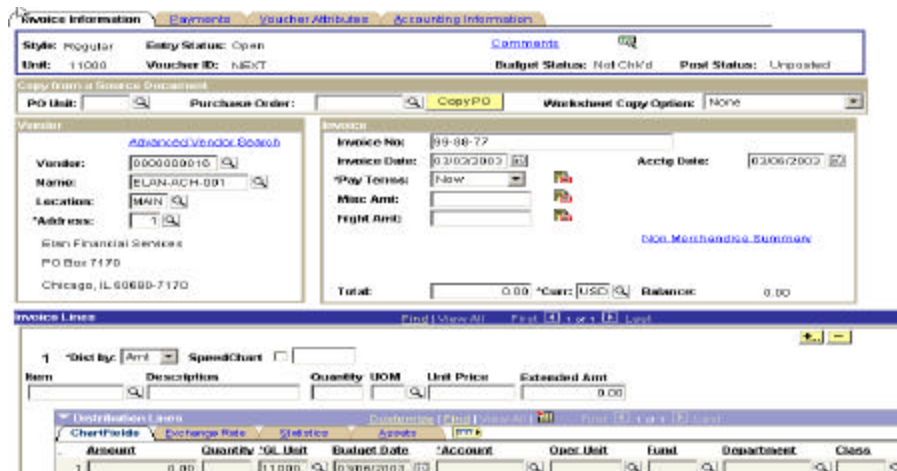
Invoice Number – Optional field, not necessary for voucher entry.

Invoice Date – Optional field, not necessary for voucher entry.

Gross Invoice Amount Enter the amount of the invoice.

Total Voucher Lines – Optional field, not necessary for voucher entry.

INVOICE INFORMATION PAGE



The screenshot shows the 'Invoice Information' page with the following data:

Section	Field	Value
Vendor	Vendor	000000010
	Name	ELAN, ACH, 001
	Location	MAN
	*Address	1
Invoice	Invoice No	99-00-77
	Invoice Date	03/06/2003
	Acctg Date	03/06/2003
	Total	0.00
Invoice Lines	Item	1
	Description	0.00

This brings up the Invoice Information page, where most of the work of creating a voucher takes place. Since this page is somewhat complex, we will break the page into the following sections. Each section will be covered individually throughout this manual.

- Vendor Section
- Invoice Section
- Invoice Lines Section
 - Distribution Lines Subsection

STEP 2 – ADD INVOICE INFORMATION

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry*

Vendor Section

Vendor [Advanced Vendor Search](#)

Vendor:

Name:

Location:

***Address:**

DACOTAH PAPER COMPANY
PO BOX 2727
FARGO, ND 58102

If either the Vendor number or name is known, populate directly into the Vendor section.

Vendor – Vendor Number

Name – Name of Vendor

Location – Vendor Location

Address – Vendor Address

If none of the vendor information is known, click on the [Advanced Vendor Search](#) link.

Advanced Vendor Search Link

In this example, all that is known about the vendor is that the name begins with H.

Search Criteria

Name:
City:
State: **ShortName:**
Country: **Type:**
Postal: **Class:**

Manage Search Result

[Back to Header](#)
Max Rows

1 to 1 of 1

Search Results

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last


<u>Vendor</u>	<u>Location</u>	<u>Name</u>	<u>Detail</u>
<input checked="" type="checkbox"/> 0000000017	1	Helen's Hardware Store	Detail

First the name is entered. After entering all search criteria, click the button to return a list of vendors. If the vendor does not exist in the database, contact the State Procurement Office.

Choose from the returned values by clicking on the ☒ icon. In cases where there are multiple returned values with identical names, click on the [Detail](#) link to see more information about each individual vendor.


Advanced Vendor Search Link

SetID: SHARE	Vendor ID: 0000000017	<input checked="" type="checkbox"/>	Search	Back to Header
---------------------	------------------------------	-------------------------------------	------------------------	--------------------------------

Vendor Detail				
ShortName:	HELEN'S-001		Status:	Approved
Name 1:	Helen's Hardware Store		Class:	Supplier
Name 2:			HR Class:	
Address:	001	Work Address		Persistence: Regular
Dflt Loc:	MAIN	Work Address		
Corporate Vendor:	SHARE	0000000017	Helen's Hardware Store	
Remit Vendor:	SHARE	0000000017	Helen's Hardware Store	
<input checked="" type="checkbox"/> Open For Ordering <input type="checkbox"/> Withholding Applicable <input type="checkbox"/> VAT Applicable				

Vendor Types		Find View All	First	1 of 1	Last

From this link more information can be obtained about the vendor, from this panel the options are:

- ☒ - select the vendor
-  - View detailed address information.
- [Search](#) – Return to the search page
- [Back to Header](#) – Return to Invoice Information page without selecting a vendor.

Invoice Section

The fields on this section of the page relate to the vendor invoice that you are vouchering.

Invoice No – The number of the vendor's invoice that you are vouchering. The system will give you a warning message if it already exists; this is to prevent it from being entered twice. However, you will be allowed to save duplicate vouchers in recycle status. Invoice field is thirty positions long, and is an alphanumeric field.

Invoice Dt – The date of the vendor's invoice, this is used to compute days outstanding.

Pay Terms – Will default to 0 days.

Misc. Amt – Amount of any invoiced charge. **Not currently used by the State of North Dakota.**

Frght Amt – Amount of any invoiced freight charge. **Not currently used by the State of North Dakota.**

Total – Defaults to zero, and should be populated with an amount equal to the invoice value that you are paying. **Does not default to 0 if enter amount in the add value panel.**

Balance – Compares the Total (above) to the sum of the voucher lines to alert you of an out of balance situation. As stated above, an out of balance voucher may be saved in a recycled state; however, in order to process further, the voucher must be balanced.

Invoice

Invoice No:

Invoice Date:

Acctg Date:

01/29/2003

*Pay Terms:

30 Days

Misc Amt:

Frght Amt:

[Non Merchandise Summary](#)

Total:

0.00

*Curr:

USD

Balance:

-10.00

At any time, clicking on the **Refresh** button at the bottom of the page, will rebalance the voucher, and update the Balance field.

STEP 3 – 1099 VOUCHERS, INVOICE AND DISTRIBUTION LINES

This section covers procedures to utilize when a 1099 vendor has been selected, as well as edits to the invoice and distribution lines.

INVOICE INFORMATION PAGE

Invoice Information		Payments	Voucher Attributes	Accounting Information
Style: Regular	Entry Status: Open	Withholding Comments		
Unit: 11000	Voucher ID: NEXT	Budget Status: Not Chk'd	Post Status: Unposted	
Copy from a Source Document				
PO Unit: <input type="text"/>	Purchase Order: <input type="text"/>	Copy PO	Worksheet Copy Option: <input type="text"/>	
Vendor		Invoice		
Advanced Vendor Search Vendor: <input type="text"/> 0000000015 Name: <input type="text"/> BECKY-1099-001 Location: <input type="text"/> MAIN *Address: <input type="text"/> 1 Becky's Bowling Center 4554 Ten Pin Avenue Bismarck, ND 58501		Invoice No: <input type="text"/> Invoice Date: <input type="text"/> <input type="button" value="BT"/> *Pay Terms: <input type="text"/> Now Misc Amt: <input type="text"/> Frght Amt: <input type="text"/> Acctg Date: <input type="text"/> 03/06/2003 <input type="button" value="BT"/> Non Merchandise Summary Total: <input type="text"/> 0.00 *Curr: <input type="text"/> USD <input type="button" value="BT"/> Balance: <input type="text"/> 0.00		

1099 Vendors are specified during vendor setup / maintenance, according to state and federal rules. Whenever a 1099 vendor is populated into a voucher, the [Withholding](#) link activates in the Invoice Information page. If there are to be no changes to the vendor's 1099 status, for this voucher, simply continue through the rest of the rest of the procedures, and the vendor's 1099 rules will be applied. If however, a one-time change to the withholding rules is required for a voucher, then click on the [Withholding](#) link.

Withholding Link

[Back to Invoice](#)

Unit: 11000 Invoice: Vendor: Becky's Bowling Center
 Voucher: NEXT Date: ID: 0000000015

Prepayment Options

Postpone Withholding? ☐

Line	Descr	Withholding Code	Withholding Applicable
1		<input type="text"/>	<input checked="" type="checkbox"/>

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Rule Ovr	Applicable
1	IRS	1099	FED	01		<input checked="" type="checkbox"/>

On this page, the default 1099 rules for the vendor will be populated into the panel. At this point, if you wish to suspend 1099 rules for this voucher, click on the Applicable flag to exempt this voucher from 1099 rules. After you are through with any changes, click on the [Back to Invoice](#) link to return to the Invoice Information page.

Invoice Lines Section

One Invoice line will default into the page for each PO or receiver line. Changes to these values may occur, especially if the voucher is the result of an Authority order. As stated above in Step 2, the sum of all invoice lines must equal the total amount in the Invoice Section of the page or the voucher will go into a recycled state. The field values for this section are as follows:

Dist By. – Defaults to value on PO, distributes voucher by either quantity or amount.

SpeedChart. – Are used as a shortcut to distributing vouchers.

Item– Refers to catalog number in Item Catalog.

Description – Description of line item being vouchered.

Quantity. – Quantity of line item being vouchered.

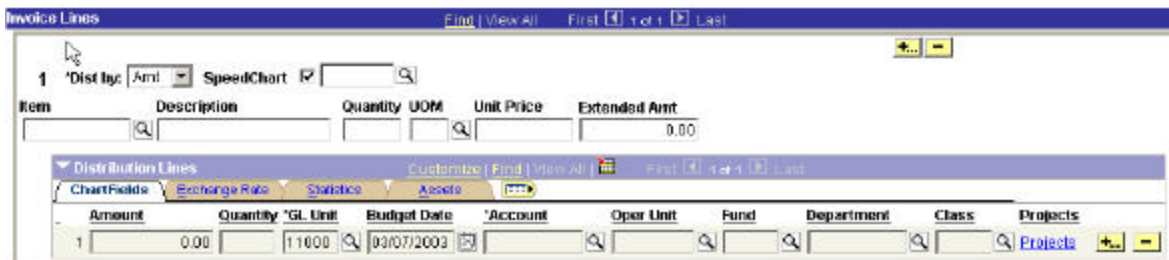
UOM. – Unit of measure.

Unit Price – Individual price per unit of measure.


Extended Amount – Quantity time's unit price.

Speed Charts

Speed Charts are a shortcut tool that allows distribution information to be easily populated from stored profiles. As stated above, every invoice line requires a distribution or distributions that will balance with the total of the line. In addition, it is common to have several common sets of distributions that are used repeatedly. Speed Charts enable these common distributions to be stored and later defaulted as needed. They work like cost centers do in the current system.



The screenshot shows the 'Invoice Lines' window. At the top, there's a 'Dist by:' dropdown set to 'Amt' and a 'SpeedChart' checkbox which is checked. Below this is a table with columns: Item, Description, Quantity, UOM, Unit Price, and Extended Amt. The first row shows '1' in the Item column and '0.00' in the Extended Amt column. Below the table is a 'Distribution Lines' section with a 'ChartFields' dropdown and a 'SpeedChart' dropdown. The 'SpeedChart' dropdown is currently set to '11000'. Below this is a table with columns: Amount, Quantity, GL Unit, Budget Date, Account, Oper Unit, Fund, Department, Class, and Projects. The first row shows '1' in the Item column, '0.00' in the Amount column, '11000' in the GL Unit column, and '03/07/2003' in the Budget Date column. The 'Projects' column has a 'Projects' link.

First, ✓ on the SpeedChart checkbox, then enter the SpeedChart name if known or click on the  icon to search.



The screenshot shows the 'SetID:' field with the value '11000' and the 'SpeedChart Key:' dropdown set to 'begins with'. Below the dropdown is a text input field. At the bottom are four buttons: 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'.

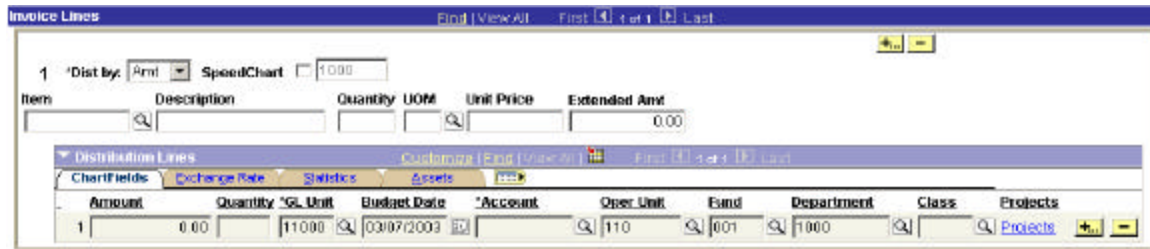
This will take you to the SpeedChart search box. Click on the **Look Up** button to view a list of search results.

Search Results

View All First 1-7 of 7 Last

SpeedChart Key	Description
001	test
1000	OMB-Administration
1050	Risk Management
3000	Fiscal Management
3020	ERP-Carryover
5300	Printing - With Project
8110	Capital Projects-With Project

Select the desired SpeedChart.



The values from the SpeedChart default into the Distribution Lines subsection of the page. It is important to remember the following additional information about SpeedCharts:

- SpeedCharts may be built to include multiple lines of distribution information
- SpeedCharts may be limited to an individual Operator, or permission lists that encompass several operators within your Business Unit.

Distribution Lines Sub Section

It is important to keep in mind that one voucher line may have one or more distribution lines, this is allowed as long as the quantity and amount being distributed adds up to the quantity or amount for the voucher line. The following field values relate to common values on this sub section of the panel:

Quantity – The quantity being vouchered to the distribution line.

GL Unit – The GL Business Unit, or agency, the accounting entries will update.

Budget Date – The date of budget being checked against.

Account – The account being charged.

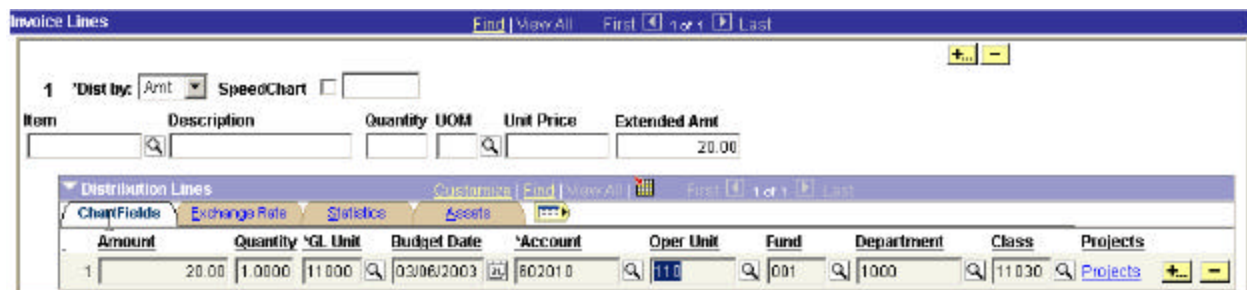
Fund – The fund being charged.

Class – The Appropriation line being charged

Dept – The department being charged.

Program. – The program being charged.

Project. – The project being charged.



STEP 4 – EDIT PAYMENT INFORMATION

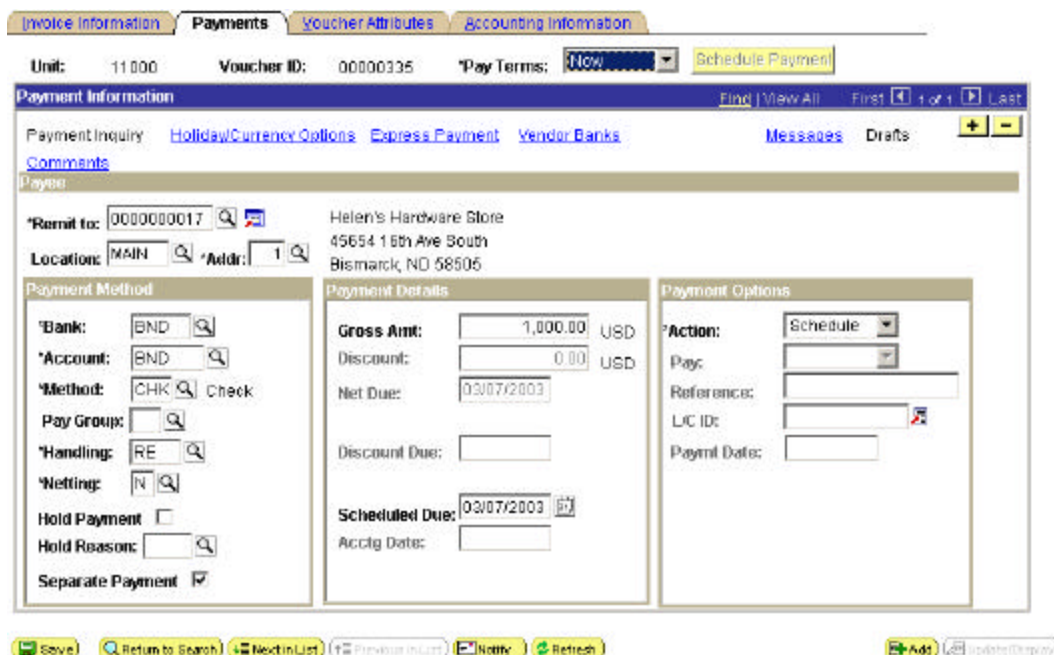
Navigation: Accounts Payable > Vouchers > Entry > Regular Entry>Payment Information



In this step, remit vendor, bank and payment scheduling information is recorded. Generally, this page is only updated during voucher creation if one of the following conditions exist:

- The voucher has multiple payees.
- The voucher requires a partial payment.

If none of the above conditions apply, this step is only for reference.

PAYMENTS PAGE



The number of payments or payees may be adjusted from this page. The system assumes that only one payment is going to be created. If multiple payees or payments exist for a voucher a new row will have to be added to the panel for each payment. In addition, to partial payment also require the addition of a row. This is done by pressing on the  icon. Conversely, rows added in error can be removed with the  icon.

For simplicity, coverage of the remainder of this page will be broken down into the following sections:




- Payee Section
- Payment Method Section
- Payment Details Section
- Payment Options Section

Payee Section

Payee	
*Remit to:	0000000017  
Location:	MAIN  *Addr: 1 
Helen's Hardware Store 45654 16th Ave South Bismarck, ND 58505	

If multiple payees are required, update the Remit to vendor for each payment row that was added.

Payment Method Section

Payment Method	
*Bank:	BND 
*Account:	BND 
*Method:	CHK  Check
Pay Group:	
*Handling:	RE 
*Netting:	N 
Hold Payment	<input type="checkbox"/>
Hold Reason:	
Separate Payment	<input checked="" type="checkbox"/>

Generally, this section is not used unless:

- A partial payment for the voucher is being created.
- The voucher requires a different payment method.
- The vendor needs to have a separate payment.

Account. – Bank Account.


Handling. – Usage for the State of North Dakota still to be determined.

Hold Payment. – This is selected to hold a payment.

Hold Reason. – All held payments require a held reason, select either: AMT, (Amount Dispute), CRT (Retention), GDS (Goods Disputed), or WTH (Withholding).

Payment Details Section

The Payment Details section needs to reflect properly each Scheduled payment. If the voucher contains multiple payments ensure that the amounts and due dates of all payments are correct.




Payment Details	
Gross Amt:	10.00 USD
Discount:	0.00 USD
Net Due:	02/22/2003
Discount Due:	
Discount Denied	<input type="checkbox"/>
Scheduled Due:	02/22/2003 
Acctg Date:	

Gross Amt. – The amount of the scheduled payment,

Scheduled Due. – This field is calculated from the payment terms

Payment Options Section

After the check / checks are issued, the reference number, i.e. check number and payment date will be populated.

Payment Options	
*Action:	Schedule 
Pay:	
Reference:	
L/C ID:	
Paymt Date:	

STEP 5 – EDIT VOUCHER ATTRIBUTES

Navigation: Accounts Payable > Vouchers > Entry > Regular Entry>Voucher Attributes

Voucher Attributes is mainly for reference and serves as a window into various statuses of the voucher. Very few vouchers will require updates.

VOUCHER ATTRIBUTES PAGE

Invoice Information		Payments		Voucher Attributes		Accounting Information	
Unit:	11000	Invoices:		Vendor:	Becky's Bowling Center		
Voucher:	NEXT	Date:		ID:	0000000015		
Status							
Entry Status:	Open	Close Status:	Open	Header Budget Status:	Not Chkd		
Post Status:	Unposted	Match Status:	No Match	Non-Prorated Budget Status:	Valid		
Approval Status:	Approved			Document Tolerance Status:	Not Chkd		
ERS Type:	Not Applicable	Voucher Source:	Online				
Entered							
Entered on:	03/06/2003	User ID:	kreynolds		Origin:	110	
Last Updated:		Updated By:	kreynolds				
Transaction Currency							
*Source:	Tables	*Currency:	USD	Rate Type:	CRRNT	Exchange Rate:	
Voucher Approval							
*Approval:	Pre-Approved		Business Process:				
			Approval Rule Set:				
Self Billing Invoice							
*SBI Num Option:	Group Vouchers (Auto-Numb)		SBI Number:				
Voucher Processing							
<input checked="" type="checkbox"/> Post Voucher	<input type="checkbox"/> Close Voucher						
<input checked="" type="checkbox"/> Revalue Voucher	<input type="checkbox"/> Delete Voucher						
Prepayment							
Prepayment Reference:		<input checked="" type="checkbox"/> Automatically Apply Prepayment	<input type="checkbox"/> Postpone Withholding?				
Letter of Credit							
Letter of Credit ID:							
Tax Group							
Tax Group:		Tax Payment Type:					
Save		Apply		Refresh		Add	
						Update/Display	

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

STEP 6 – ACCOUNTING INFORMATION PAGE

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry>Accounting Information*

For most users, edits to the Accounting Information page will not be necessary. The exception to this rule will be for advanced users, who will need to be familiar with the Match Action section of the page. This is covered later in the course.

ACCOUNTING INFORMATION PAGE

Invoice Information		Payments		Voucher Attributes		Accounting Information	
Unit:	11000	Invoice:		Vendor:	Becky's Bowling Center		
Voucher:	NEXT	Date:		ID:	0000000015		
Accounting Instructions							
*Accounting Template: STANDARD <input type="text"/>							
Accounting Policy							
Account At: Gross <input type="text"/>							
Match Action							
*Status: No Match <input type="text"/>							
<input type="checkbox"/> Pay UnMatched Voucher							

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

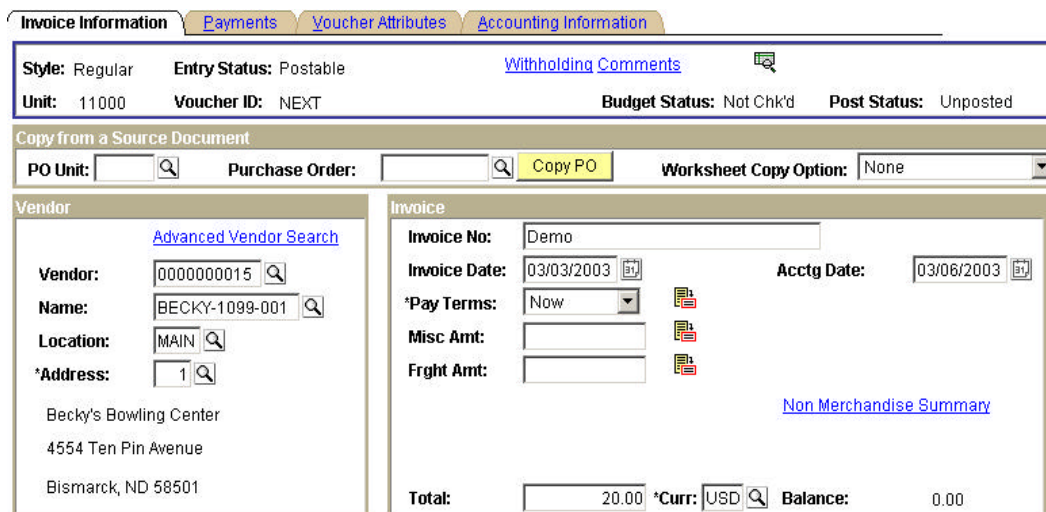
At this point, if your voucher is complete click on the  icon to save your voucher.

STEP 7 – VOUCHER BUDGET CHECKING


Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry>Invoice Information*

After the above steps have been completed, the final step is to Budget Check the voucher. After the voucher has been saved, return to the Invoice Information page. This course covers both online and batch methods of Budget Checking, it is important to note that the batch method will be the primary method.

INVOICE INFORMATION PAGE



Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Regular Entry Status: Postable [Withholding Comments](#) 

Unit: 11000 Voucher ID: NEXT Budget Status: Not Chk'd Post Status: Unposted

Copy from a Source Document

PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option:

Vendor

[Advanced Vendor Search](#)

Vendor: Name: Location: Address:

Becky's Bowling Center
4554 Ten Pin Avenue
Bismarck, ND 58501


Invoice

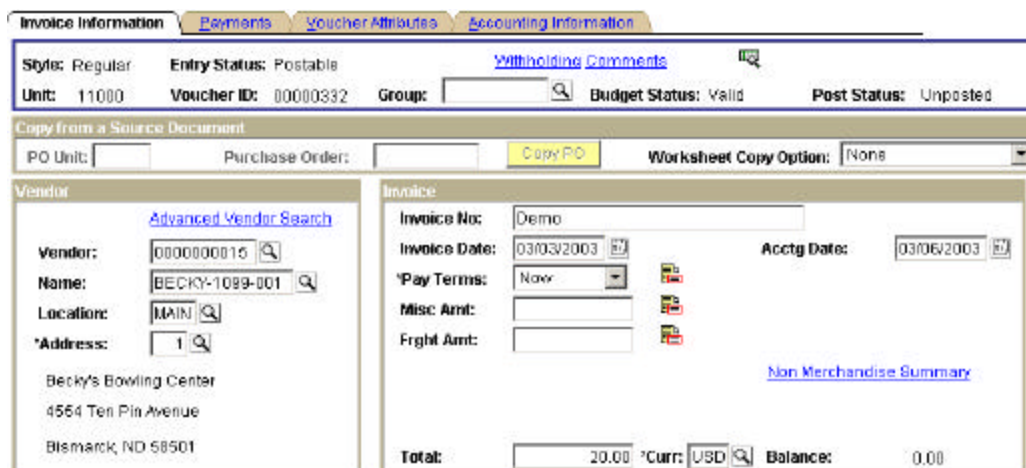
Invoice No: Invoice Date: Acctg Date:

*Pay Terms: Misc Amt: Frght Amt:


[Non Merchandise Summary](#)

Total: 20.00 *Curr: USD Balance: 0.00

Notice that since the voucher has been saved, that the voucher now has a Voucher ID, and all of the Invoice information has been populated. Next, click on the “Budget Checking” icon  to start the budget checking process.



Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Regular Entry Status: Postable [Withholding Comments](#) 

Unit: 11000 Voucher ID: 0000332 Group: Budget Status: Valid Post Status: Unposted

Copy from a Source Document

PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option:

Vendor

[Advanced Vendor Search](#)

Vendor: Name: Location: Address:

Becky's Bowling Center
4554 Ten Pin Avenue
Bismarck, ND 58501

Invoice

Invoice No: Invoice Date: Acctg Date:

*Pay Terms: Misc Amt: Frght Amt:

[Non Merchandise Summary](#)

Total: 20.00 *Curr: USD Balance: 0.00

After completion, note the Budget Check status shows valid.

BATCH BUDGET CHECKING

Navigation: *Accounts Payable > Batch Processes > Vouchers > Budget Check*

Budget Check
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

Run Control ID: begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

To run the process, requires a Run Control, you can either create a new one, or specify an existing, for our example, an existing Run Control was utilized by clicking on the [Search](#) button.

Search Results

View All First 1-8 of 8 Last

Run Control ID	Language Code
Budget Check	English
MATCH	English
Pay Post	English
QUICK1	English
QUICK2	English
QUICK3	English
Register	French
Voucher Post	English

From our results, we then select a Run Control ID. For this example the value Budget_Check was selected.

Budget Check

Run Control ID: Budget_Check [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

Find | View All First 1 of 1 Last

*Process Frequency: Always Process + -

Request Number: 1

*Description: Budget Check

*Transaction Type: AP_VOUCHER 🔍

Selection Criteria

*Unit Option: All
Voucher ID Option: All

[Save](#)
[Return to Search](#)
[Next in List](#)
[Previous in List](#)
[Notify](#)
[Refresh](#)

To run for all Business units, the page should be configured identically as the example above. Press the [Run](#) button to go to the Process Scheduler Request.

Process Scheduler Request

User ID: kreynolds Run Control ID: Budget_Check

Server Name: Run Date: 03/07/2003

Recurrence: Run Time: 5:23:21AM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FSPKBDP3	COBOL SQL	(None)	(None)

Press the [OK](#) to start the process. After the process begins, you will be returned to the Budget Check page. From there press on the [Process Monitor](#) link to check the status of the process.

Process List

Server List

View Process Request For

User ID: kreynolds

Type:

Last: 1 Days

Refresh

Server:

Name:

Instance:

to

Run Status:

Customize

Find

View All

First

1-4 of 4

Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
2052		COBOL SQL	FSPKBDP3	kreynolds	03/07/2003 5:23:21AM PST	Queued	Details
2049		Application Engine	AP_VCHRBLD	kreynolds	03/06/2003 12:40:28PM PST	Success	Details
2048		Application Engine	AP_VCHRBLD	kreynolds	03/06/2003 12:25:25PM PST	Success	Details
2047		Application Engine	AP_VCHRBLD	kreynolds	03/06/2003 12:11:46PM PST	Success	Details

[Go back to Budget Check](#)

Refresh the panel by pressing on the **Refresh** button, not more than twice per minute. When the process completes, the Run Status should update to success.

BUDGET CHECKING ERRORS


In our previous example, the voucher passed Budget Check successfully the first time through. In the real world, this is not always the case. This chapter has been written to demonstrate the diagnostic process of how to troubleshoot budget check errors, and get back on track.

Navigation: Accounts Payable – Voucher Entry – Invoice Information

INVOICE INFORMATION PAGE

When an error has occurred during budget checking, a Budget Status of “Error” will appear on the Invoice Information Page.

Invoice Information		Payments	Voucher Attributes	Accounting Information
Style: Regular	Entry Status: Postable	Withholding Comments		
Unit: 11000	Voucher ID: 00000333	Group: <input type="text"/>	Budget Status: Error	Post Status: Unposted

Budget Check Details  opens the Commitment Control page. This page displays the source transaction type and the amount type for the voucher.

COMMITMENT CONTROL PAGE

Commitment Control

Commitment Control Details

Source Transaction Type:	Voucher
Budget Checking Header Status:	Error in Budget Check
Commitment Control Amount Type:	Actuals and Recognized
Commitment Control Tran ID:	0000000631
Commitment Control Tran Date:	01/16/2003

☐ Override Transaction 

Budget Check

[Go to Transaction Exceptions](#)

[Go To Activity Log](#)

OK

Cancel

Refresh

To view budget checking errors or warning messages for vouchers click on the [Go to Transaction Exceptions](#) link (or follow the navigation shown below). The page lists budgets for the transaction lines with exceptions. Users with the appropriate authority can override the budget exceptions on this page.

Navigation to the Voucher Transaction Exceptions page:

Navigation: Commitment Control – Review Budget Check Exceptions - Voucher

COMMITMENT CONTROL VOUCHER EXCEPTIONS

Voucher Exceptions

Line Exceptions

Business Unit: 11000

Voucher ID: 00000333

Exception Type: Error

Maximum Rows: 100

Override Transaction

More Budgets Exist

Advanced Budget Criteria

Budgets with Exceptions

Customize | Find | View All | First 1 of 1 Last

Budget Override

Budget Chartfields

	Business Unit	Ledger Group	Override Budget	Transfer
1	11000	APP_LN		Go To ...

Voucher Exceptions Tab: Budget Override

Business Unit – Displays the voucher business unit.

Voucher ID – Displays the voucher ID.


Exception Type - The budget checking status of the transaction either:

- Error – Severe Violations of budget rules that will not allow a transaction to pass budget check.
- Warning – Minor errors that do not exceed budget rules, and will pass if checked again.


Override Transaction - Enables the entire transaction to update the control budget, even if error exceptions exist. Only for users with the appropriate security access will be able to do this. In addition, not all failures are eligible for override. This option is not available if the transaction passed budget checking with only warning exceptions, as warnings are automatically overridden..


Maximum Rows - The maximum number of rows that may be displayed in the scroll area.


More Budgets Exist - If selected, the transaction has more exceptions than the number entered in the Maximum Rows field.


 - **Budget Override Available Info** button to determine why you can't override a single budget entry. Click the **Tran Override Available Info** button to determine why you can't override the entire transaction. The information displayed is determined on your location.

 - The **Budget Check** button runs the Budget Processor again if the voucher was changed.

 - The **Budget Check Details** button opens the Commitment Control page, where you can see the source transaction type and the amount type for the voucher.

 - Click the **Fetch Selection** button on transaction exception pages to refresh the Budgets with Exceptions scroll area. Select on line exception pages to refresh the Transaction Lines with Budget Exceptions scroll area.

 - Accesses detail pages, where you can view the reasons for the exceptions.

 - The **View Related Links** button will open a page with the following options:

Please select one of the following links:

[Go to Source Entry](#)
[Go to Source Inquiry](#)

[Cancel](#)

[Go to Source Entry](#) – This will open the Voucher component so that changes can be made to the voucher.

[Go to Source Inquiry](#) - This will open the Voucher Inquiry component to view the voucher.

[Advanced Budget Criteria](#) - Accesses the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.

Refine Inquiry Criteria

Budget Criteria	
Business Unit:	<input type="text"/>
Ledger Group:	<input type="text"/>
Account:	<input type="text"/>
*Exception Type:	<input type="text" value="Error"/>
Maximum Rows:	<input type="text" value="100"/>

Click on "OK" to enable the filter or "Cancel" the changes.

[OK](#) [Cancel](#)

Voucher Exceptions Tab: Budget ChartFields

The Budget ChartFields displays the ChartField values for the budgets with exceptions.

Voucher Exceptions **Line Exceptions**

Business Unit: 11000 Voucher ID: 00000333

*Exception Type: Error ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows: 100 [Advanced Budget Criteria](#)

Budgets with Exceptions Customize | Find | View All | First 1 of 1 Last

Budget Override **Budget Chartfields**

	Business Unit	Ledger Group	Account	Operating Unit	Budget Period
1	11000	APP_LN		110	2003L2

Business Unit – Displays the voucher business unit.





Ledger Group – Displays Commitment Control ledger group for the transaction header exception or transaction line exception.

COMMITMENT CONTROL LINE EXCEPTIONS



The Lines Exceptions tab displays details for voucher lines with budget exceptions.


Voucher Exceptions **Line Exceptions**


Business Unit: 11000 Voucher ID: 00000333


*Line Status: ☐ Override Transaction    

Maximum Rows: ☐ More Lines Exist

Line From:  Line Thru: 

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) |  First 1 of 1 Last

Line Values **Line Chartfields** **Line Amount** 

Line	Distribution Line	Budget Date	GL Business Unit
 1	1	03/07/2003	11000

Line Status – Displays the budget checking status of the transaction line.

Line From/Line Thru - To view a range of lines, enter the voucher line numbers in these fields. The prompt list shows only voucher lines with exceptions.

More Lines Exist - If selected, the transaction has more transaction line exceptions than the number entered in the Maximum Rows field.

Line Exceptions Tab: Line Values

Line – Displays the number of merchandise lines.

Distribution Line – Displays the number of distribution lines.

Budget Date - Displays the budget date of the transaction line.





GL Business Unit – Displays the GL Business Unit.

Line Exceptions Tab: Line ChartFields

The Line ChartFields displays the ChartField values for the voucher lines with exceptions.




Voucher Exceptions | **Line Exceptions**


Business Unit: 11000 Voucher ID: 00000333


*Line Status: ☐ Override Transaction    

Maximum Rows: ☐ More Lines Exist

Line From: Line Thru:

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) |  First  1 of 1  Last

Line Values | **Line ChartFields** | **Line Amount** | 





Line	Distribution Line	Account	Operating Unit	Dept	Fund Code	Class	Program Code
 1	1	602065	110	1000	001		

Line Exceptions Tab: Line Amount

The Line Amount displays the monetary amount for the voucher lines with exceptions.




Voucher Exceptions | **Line Exceptions**


Business Unit: 11000 Voucher ID: 00000333


*Line Status: ☐ Override Transaction    

Maximum Rows: ☐ More Lines Exist

Line From: Line Thru:

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) |  First  1 of 1  Last

Line Values | **Line ChartFields** | **Line Amount** | 

Line	Distribution Line	Foreign Amount	Monetary Amount
 1	1	120.05 USD	120.05 USD

TEMPLATE VOUCHERS


Template vouchers are a quick way to recreate vouchers that reoccur over time. Examples of these, are items like utility bills, rent payments etc, where most of the information is the same, invoice after invoice. The template defaults enough information to construct the voucher, templates may be used repeatedly and modified, as needed. All that is required is to add the invoice number, date, and change any of the defaulted information to match the invoice. This section of the manual walks through the following steps.

1. Template Creation.
2. Creating Vouchers from Templates.








Navigation: Accounts Payable – Voucher Entry – Invoice Information


STEP 1 – TEMPLATE CREATION

Creation of a template starts out identical to that of a Regular voucher; the only difference is that the Voucher Style of “Template Voucher” is selected.

 **Voucher**

[Find an Existing Value](#) | **Add a New Value**

Business Unit:	<input type="text" value="11000"/> 
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Template Voucher"/>
Control Group ID:	<input type="text"/> 
Short Vendor Name:	<input type="text"/> 
Vendor ID:	<input type="text"/> 
Vendor Location:	<input type="text"/> 
Address Sequence Number:	<input type="text" value="0"/> 
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/> 
Gross Invoice Amount:	<input type="text" value="0.000"/>
Total Voucher Lines:	<input type="text" value="1"/>

 **Add**

[Find an Existing Value](#) | [Add a New Value](#)

Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Template Entry Status: Open [Withholding Comments](#)

Unit: 11000 Voucher ID: NEXT Budget Status: Not Chkd Post Status: Unposted

Copy from a Source Document

PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option:

Vendor

[Advanced Vendor Search](#)

Vendor: 0000000015

Name: BECKY-1090-001

Location: MAN

*Address: 1

Becky's Bowling Center
4554 Ten Pin Avenue
Bismarck, ND 58501

Invoice

Invoice No:

Invoice Date: Acctg Date: 03/07/2003

*Pay Terms: Now

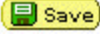
Misc Amt:

Freight Amt:

[Non-Merchandise Summary](#)

Total: 0.00 *Curr: USD Balance: 0.00

Template ID: Template-1 Description: Monthly Charges

When the Invoice Information page displays, the style will read "Template". Next, enter the Template ID, and description, this will be used to populate the template into a voucher. Finally, enter all information as if you were completing a Regular Voucher, and press the  Save icon when done. The template should now be complete.

NOTE: Templates serve only to create other vouchers, and are not vouchers, i.e. they cannot be Budget Checked or paid. .

STEP 2 – CREATING VOUCHERS FROM TEMPLATES

Creation of a voucher from a template starts out identically to that of a Regular Voucher.

Voucher

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Control Group ID:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.000

Total Voucher Lines: 1

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Invoice Information | **Payments** | **Voucher Attributes** | **Accounting Information**

Style: Regular **Entry Status:** Open [Withholding Comments](#)

Unit: 11000 **Voucher ID:** NEXT **Budget Status:** Not Chkd **Post Status:** Unposted

Copy from a Source Document

PO Unit: **Purchase Order:** **Copy PO** **Worksheet Copy Option:**

Vendor [Advanced Vendor Search](#)

Vendor:

Name:

Location:

***Address:**

Becky's Bowling Center
4554 Ten Pin Avenue
Bismarck, ND 58501

Invoice

Invoice No:

Invoice Date:

***Pay Terms:**

Misc Amt:

Frght Amt:

Acctg Date:

[Non Merchandise Summary](#)

Total: ***Curr:** **Balance:**

Dropdown Menu:
Non PO Receipt
None
PO Receipt
Purchase Order Only
Template
Voucher

To create the template two items must be specified

1. The vendor must first be populated with the same Vendor ID that it is in the template you intend to use. Otherwise, you will not get a match.
2. The Worksheet Copy Option of "Template" must be selected.

Unit: 11000 **Invoice:** **Vendor:** Becky's Bowling Center

Voucher: NEXT **Date:** **ID:** 0000000015

Select Template to Copy

Template ID:

[Go To Voucher Header](#)

Enter the template ID if known, otherwise click on the icon to search. The [Go To Voucher Header](#) link will take you back to the Invoice Information page.

Look Up Template ID

Business Unit:

Vendor ID:

Template ID:

Description:

 [Basic Lookup](#)

Press on the button to view the results.

Search Results

View All

First 1 of 1 Last

Template ID	Description	Short Vendor Name	Charged Business Unit	Voucher ID
Template-1	Monthly Charges	BECKY-1099-001	11000	00000336

Select the desired template from the results

Unit: 11000 Invoice: Vendor: Becky's Bowling Center
Voucher: NEXT Date: ID: 0000000015

Select Template to Copy

Template ID:	<input type="text" value="Template-1"/> 	Monthly Charges	Copy from template
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[Go To Voucher Header](#)

Next, press the [Copy from template](#) template button to copy the template into the voucher. All of the template information will default into the voucher and you will be returned to the Invoice Information Page. After this, you may edit the voucher, and save as you would if creating a Regular voucher.

DELETING VOUCHERS

The system supports the deletion of vouchers when necessary, all vouchers may be deleted, unless they have been matched, posted or paid.

Navigation: Accounts Payable – Vouchers – Maintenance – Voucher Delete

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] 11000 [Q]

Voucher ID: [begins with] []

Entry Status: [=] []


Invoice Number: [begins with] []

Short Vendor Name: [begins with] []

Vendor ID: [begins with] [] [Q]

Name 1: [begins with] []

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

The search page will allow you to enter several criteria in locating the voucher for deletion, while there are several fields to assist in narrowing your search, Business Unit is the only one that is required. After entering your criteria, pressing on the button will yield your results.

Search Results

[View All](#) First 1-100 of 277 Last

Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1
11000	00000333	Postable	DEMO 2	2003-03-07	BECKY-1099-001	0000000015	Becky's Bowling Center
11000	00000332	Postable	Demo	2003-03-03	BECKY-1099-001	0000000015	Becky's Bowling Center

From your results, select the voucher you wish to delete.

DELETE VOUCHER PAGE

In order to delete the selected voucher, click on the  button on the Delete Voucher page.


Delete Voucher
[Voucher Details](#)






Business Unit: 11000 Voucher: 00000332

Vendor
Vendor: 0000000015 Becky's Bowling Center
ShortName: BECKY-1099-001

Voucher Information

Invoice:	Demo	Origin:	110	Header Budget Status:	Valid
Date:	03/03/2003	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	20.00 USD	Entry Status:			Postable



[Delete Voucher](#) | [Voucher Details](#)

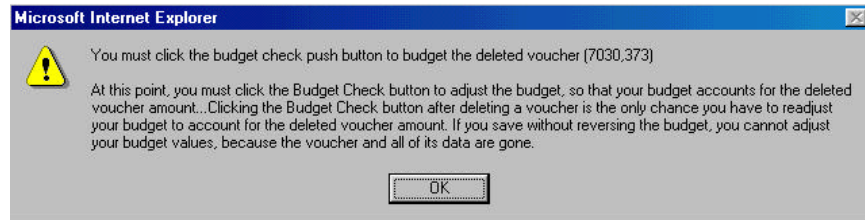
NOTE: The Voucher Details page displays additional vendor/voucher details about the voucher.


Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.





The above confirmation message will appear, press the  button to proceed.



The above message appears only if the voucher has previously been budget checked. This is to alert you the fact that the budget check process must be ran again to reverse the expenditure before the voucher may be deleted. Clicking on the  button will return you the Delete Voucher Page

NOTE: It is very important to understand that if budget checking is not ran at this time, the batch process will not select this voucher, and that the monies will not be restored to the budget.

A budget-checking icon  appears within the Budget Check Deleted Voucher section. Click on the budget-checking icon to run the process.

The Budget Checking Icon  will disappear from the page.

Click on  to refresh the page. The  button will now be grayed out.

Delete Voucher
Voucher Details

Business Unit: 11000 Voucher: 00000332


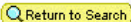



Vendor

Vendor: 0000000015 Becky's Bowling Center
ShortName: BECKY-1099-001

Voucher Information

Invoice:	Demo	Origin:	110	Header Budget Status:	Not Chk'd
Date:	03/03/2003	Group:		Non-Prorated Budget Status:	Not Chk'd
Gross Amount:	20.00 USD	Entry Status:			Deleted

Delete

[Delete Voucher](#) | [Voucher Details](#)

VOUCHER CLOSING

The voucher closing process is utilized to close a voucher, and reverse any remaining liability. This process is to be used whenever it has been decided that the items or services are complete and no further payments will be necessary. Voucher closing goes beyond voucher deletion and works when all of the following criteria have been met:

- The voucher must be posted
- Not be selected for payment.
- The voucher may have had warrants issued, against it in the past, but it still is not fully paid.

Navigation: Accounts Payable – Vouchers – Maintenance – Voucher Close

Voucher Close

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

Voucher ID:

Invoice Number:

Short Vendor Name:

Vendor ID:

Name 1:

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

The search page will allow you to enter several criteria in order to facilitate locating the voucher for closure. While there are several fields to assist in narrowing your search; Business Unit is the only one that is required. After entering your criteria, pressing on the button will yield your results.

Search Results

View All First ◀ 1-2 of 2 ▶ Last

Business Unit	Voucher ID	Invoice Number	Short Vendor Name	Vendor ID	Name 1
11000	00000056	test-1	KIRK-1099-001	0000000004	Kirk's Consultant Company
11000	00000021	AP-040 void-reopen voucher	MELANNI-001	0000000011	Melanni Hoff

From your results, select the voucher you wish to close.

VOUCHER CLOSE PAGE

Close Voucher
Voucher Details

Business Unit: 11000 Voucher: 00000056

Vendor

Vendor: 0000000004 Kirk's Consultant Company
ShortName: KIRK-1099-001

Voucher Information

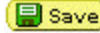
Invoice: test-1 Origin: 110 Header Budget Status: Valid
Date: 03/01/2003 Group: Non-Prorated Budget Status: Valid
Gross Amount: 1,200.00 USD Entry Status: Postable

Process Manual Close

Manual Close Date: 03/07/2003 ☒ Mark Voucher for Closure

Save Return to Search Next in List Previous in List Notify

Close Voucher | Voucher Details

On this page, ✓ Mark the Voucher for Closure checkbox and  the voucher. Additional information may be obtained on the Voucher Details page.

VOUCHER DETAILS PAGE

Close Voucher
Voucher Details

Business Unit: 11000 Voucher: 00000056

Vendor

Vendor ID: 0000000004 Kirk's Consultant Company
ShortName: KIRK-1099-001
Name 2: [Go To Address](#)

Voucher Information

Invoice: test-1 Gross Amount: 1,200.00 USD
Date: 03/01/2003 Freight: 0.00
Accounting Date: 03/01/2003 Miscellaneous: 0.00
Terms: 00 Now Sales Tax: 0.00
Due Date: 03/01/2003 Use Tax: 0.00
Discount Due: Entered VAT: 0.00

Save Return to Search Next in List Previous in List Notify

Close Voucher | Voucher Details

After saving with the checkbox checked, the voucher will be marked for closure and will close with the running of the next Voucher Posting process. The monies will only be returned to the budget when the budget checking process has been initiated.